



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 17-00113

TITLE: Analyst Trainee

ISSUE DATE: 3/31/2017

TITLE CODE: 55300

CLOSING DATE: 4/21/2017

DIVISION: Chief Financial Officer

LOCATION: Ewing

UNIT: Financial Services

RANGE: P95

SALARY: \$41,230

WORK WEEK: 35 hours

Office Description

The New Jersey Department of Transportation is accepting applications for candidates interested in an Analyst Trainee position located in Ewing for the Office of Chief Financial Officer, Financial Services. Analyst Trainees are assigned a 35 - hour work week. Current Starting Salary is \$41,230 and after six months is \$43,094. Benefits include medical, dental and pension.

The Office of the Chief Financial Officer (CFO) is responsible for budgeting, accounting and auditing, procurement, contract compliance, and information technology services at the Department of Transportation. The CFO is also Executive Director of the Transportation Trust Fund Authority. The mission of the Chief Financial Officer is to provide these services in an accurate, reliable, user friendly, and timely manner. More specifically, the Office of the CFO:

- Prepare, defend, and monitor the NJDOT's \$3.5 billion annual operating and capital budget.
- Maximize competition and prompt delivery of goods and services procured for NJDOT.
- Ensure prompt, accurate payment to vendors, timely billings to the Federal Highway Administration and third parties, and a robust auditing function.
- Promote funds management techniques throughout the Department, including minimizing the number and value of inactive capital projects.
- Provide a robust information technology environment, including help desk services, application development, and GIS systems.
- Ensures that significant problems and potential solutions are identified for the Commissioner in time to take corrective action.
- Process financial and procurement transactions consistent with State/federal guidelines.
- As Executive Director of the Transportation Trust Fund Authority, provide analysis in support of decisions on capital expenditures and resources.

Position Description

Working directly for the Department's Chief Financial Officer, this position will concentrate on a variety of special projects involving financial analysis, development of potential budget savings, management and process efficiencies, mandatory reporting to external stakeholders, and performance measurement. Specific projects in the past have included staffing analysis, energy savings, physical plant improvements, sponsorship agreements, information technology investments, revenue billings, debt collection, preparation of annual financial plans, and cost reporting to the Federal Highway Administration.

Requirements

Graduation from an accredited college with a Bachelor's degree.

Preferred:

Preference will be given to candidates with a bachelor's degree in Management Science, Economics, Public or Business Administration, Political Science, Finance, Mathematics, Public Policy, Government Administration, or Liberal Arts. Also, a background in the areas noted in the Position Description as well as solid analytical, organizational, communication, and research skills and a pro - active nature.

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student/OPT program, F1 or H1B work authorization visas.

Residency

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

How to Apply

Submit letter of interest, current resume, unofficial transcript OR foreign degree evaluation, and a completed New Jersey State Application for Employment by closing date.

Paper applications are no longer accepted. You must follow instructions on how to submit electronically.

Application can be found at: <http://www.state.nj.us/transportation/about/employ/process.shtm>

Important Notice: Applicants cannot apply through internet sites such as INDEED, DiversityJobs, or JustJobs. You MUST apply through the NJDOT Employment website in order to be considered.

Note on degree information:

You must provide transcript or evaluation of your UNDERGRADUATE degree. Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation.

Candidates will NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.